



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 05-06

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs

Date: September 9, 2005

RE: National School Lunch Program (NSLP) and Food Distribution Common Logons for Food Service Management Company Employees

According to CFR 210.16, Local Educational Agencies (LEA) who contract with Food Service Management Companies (FSMC) must maintain accountability for all NSLP requirements. The LEA shall retain signature authority on the State agency-school food authority food service agreement, free and reduced price policy statement and claims.

In accordance with this is the Arizona Department of Education (ADE) Acceptable Use Policy for LEA access to CNP Web, CNP Direct Certification, CNP Verification, CNP Annual Financial Report, and the Commodity Program web-site (www.ade.az.gov/cnp2000). Food Service Management Company employees shall not be granted access to these systems through a common logon or be given permission to order commodities on behalf of the LEA. To allow schools to receive required training on commodity ordering, Food Distribution will not disable current FSMC staff access until October 31, 2005. Please ensure that appropriate LEA staff members have received training on the Food Distribution Web System prior to October 31, 2005 to ensure a smooth transition. To register for training please visit www.ade.az.gov/onlineregistration

This policy, ensuring consistency throughout the National School Lunch Program, is enforced by the Common Logon Security Agreement and regular monitoring of the common logon usage. This Agreement states that any individual found not in compliance with ADE's Acceptable Use policy may have their account disabled. Common logon user-names and passwords are not to be shared among employees. ADE will be reviewing current Common Logon account usage. If any accounts are found to be in violation of the Common Logon Security Agreement, they will be immediately terminated.

If you have any questions about this memo, please contact your Program Specialist at 602-542-8700.